



<b>POLICY NO</b>	<b>P&amp;P/HR/033/15</b>	<b>DEPARTMENT</b>	<b>Human Resources</b>
<b>DATE OF ISSUE</b>	<b>1 September 2015</b>	<b>DIVISION</b>	
<b>LAST UPDATE</b>		<b>APPROVED BY</b>	General Manager
<b>SUBJECT</b>	<b>EMPLOYMENT POLICY</b>		

**PURPOSE**

To provide fair and healthy working environment and relationship while ensuring employee needs, well-being and respecting human rights. Practices to refer to UN Convention on the Rights of The Childs and ILO Conventions 138/182

**POLICY STATEMENT**

LEGIAN BEACH HOTEL is committed to provide fair treatment and the well-being of its employees in accordance with local customs and widely accepted international practices and that human rights are respected.

All employees, regardless their gender, age, ethnicity, religion and disability will receive equal treatment and chances.

**POLICY STATEMENT**

1. Employment opportunities will be made available to public through available resources such as social medias, association, newspaper and so on
2. Minimum age for employment is 18 years old and it is prohibited to employ any person less than 18 years old
3. All suitable applicants will be given equal opportunities for job interview
4. Upon employment
  - a. All employees to have written contract of employment outlining their terms & conditions
  - b. The hotel will not keep their personal documents such as ID, passports and certificates
  - c. Employees are to be paid based on minimum wage provided by government
  - d. Working hours comply with national labor policy

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- e. Employee to be given an Employee Handbook signed by Owner, Management and Employee Union outlining their rights and obligations as well as do's and don't's
  - f. A clear job description is provided and explained clearly
  - g. Employee is free to join Labor Union if they desire
  - h. Employee Grievance Procedure is provided and explained clearly
  - i. Each employee to have a personal file that is securely kept by Human Resources Department
  - j. Regular training will be provided according to the work section as arranged by the hotel
  - k. When there is an opportunity for promotion, relevant employees are given equal opportunity
5. Ideas or suggestion for improvement related to employment are welcome and to be channeled through Human Resources Department
  6. All employees are free to leave the employment on their own accord without penalty according to our notice period

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